

INSTRUCTIONS TO COMPLETE FA-80 FORM

This form must be completed for any change in the physical location of the asset when either the building number or line item number (division) changes.

RELEASING AGENCY

Fund/Agency enter numerically i.e. 1068

Name: i.e. Department of Administration

Address: Full address of location of asset

Code 26 is standard as the code for disposition of asset by transfer

Barcode should be the one assigned at time of acquisition.

Description of property: i.e. laptop computer

Serial number is the manufacturer's serial number that is embedded on the fixed asset.

Signature: should be an authorized agent

Title: official title of signee

Send a signed copy to the receiving agency and the Asset Protection Officer
at the Office of Accounts and Control

RECEIVING AGENCY

Fund/Agency enter numerically i.e. 1068

Name: i.e. Department of Administration

Address: Full address of location of asset

Code 5 is the standard code for acquisition of assets by transfer

Building number: This is the location of the asset

Building numbers are included as part of the SFA-12 on the WEB.

Line item: this indicates the division within the agency that owns the assets

i.e.1010 - Accounts and Control the division within 1068

Verified: enter YES

Signature indicates that that person has either verified or caused these numbers to be verified.

Signature: should be an authorized agent

Title: official title of signee

Send a signed copy to the receiving agency and the Asset Protection Officer
at the Office of Accounts and Control